**Capabilities Statement**

***In Response To:***

Sources Sought, Notice ID M9549421(X)XXXX  
Issued 15 June 2021

***In Support Of:***

**Portfolio and Program Management Professional Support for United States Marine Corps (USMC) Deputy Commandant for Programs and Resources (DC P&R)**

**2 July 2021**



|  |  |
| --- | --- |
| **Electronically Submitted to:** | **Submitted by:** |
| Anthony Hawkins  HQSVCBN HQCM (M/F MCICOM)  3000 Marine Corps Pentagon  Washington, DC 20380-1775  Anthony.d.hawkins@usmc.mil  **CAGE CODE:** 73D83  **DUNS:** 014456987  **Facility Clearance:** Top Secret | Mr. Mike Torres  Distributed Computing System Solutions Provider Inc., d/b/a HunaTek Government Solutions  13900 Lincoln Park Drive, Suite 350  Herndon, VA 20171  Mike.Torres@hunatek.com  202-921-2314  **Size Standard NAICS 541611:** Small Business, 8(a), SDB, ANC owned  **8(a) Graduation Date:** 08/27/2025 |

|  |
| --- |
| **NOTICE OF RESTRICTIONS**  *The following contains proprietary information that HunaTek requests not be released to persons outside the Government, except for the purposes of review and evaluation.* |

Table of Contents

[1 Introduction / Corporate Information 1](#_Toc75949621)

[2 Technical Capability/Approach 1](#_Toc75949622)

[2.1 Overview of Team HunaTek Capabilities 1](#_Toc75949623)

[2.2 Capabilities With PWS Service Areas 3](#_Toc75949624)

[2.2.1 Architecture (PWS Task 4.1, 4.2, 4.3) 3](#_Toc75949625)

[2.2.2 Portfolio Management Support (PWS Task 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10) 4](#_Toc75949626)

[2.2.3 Strategic/Enterprise and Organizational Resource Management Decision Making (PWS Task 4.11) 4](#_Toc75949627)

[2.2.4 Business Process Management (PWS Task 4.12, 4.13, 4.14, 4.15) 4](#_Toc75949628)

[2.2.5 Portfolio Human Capital Governance (PWS Task 4.16, 4.17) 5](#_Toc75949629)

[3 Relevant Past Performance 5](#_Toc75949630)

[3.1 Past Performance #1 5](#_Toc75949631)

[3.2 Past Performance #2 6](#_Toc75949632)

[4 Representative Sample of Labor Categories 7](#_Toc75949633)

[5 Business Size and Status 7](#_Toc75949634)

[6 Additional Corporate Information 7](#_Toc75949635)

[7 Summary & Recommendation 7](#_Toc75949636)

# Introduction / Corporate Information

Distributed Computing System Solutions Provider, Inc. (DCSSP), d/b/a HunaTek Government Solutions (herein known as “HunaTek”), is an 8(a) Small Business Administration (SBA) certified Alaskan Native Corporation (ANC) owned subsidiary under Huna Totem Corporation. HunaTek is pleased to submit this Capability Statement in response to the Marine Corps Installation Command (MCICOM) issued Sources Sought notice regarding our Teams’ capability to satisfy the requirements presented in the Portfolio and Program Management Professional Support Performance Work Statement (PWS) for Department of Navy (DON) United States Marine Corps (USMC) Deputy Commandant for Programs and Resources (DC P&R). The following is the requested corporate information:

|  |  |
| --- | --- |
| **Requested Info** | **Corporate Information** |
| Name | Distributed Computing System Solutions Provider, Inc. (DCSSP),  d/b/a HunaTek Government Solutions |
| Address | 13900 Lincoln Park Drive, Suite 350  Herndon, VA 20171 |
| Telephone Number | 202-921-2314 |
| Fax Number | N/A |
| Website | www.hunatek.com |
| Primary Point of Contact | Mr. Mike Torres  202-921-2314  Mike.Torres@hunatek.com |
| Alternate Point of Contact | Mr. Tim Fitzgerald  571-464-5198  Tim.Fitzgerald@hunatek.com |

To augment our capabilities and bring a depth of expertise to the Business Enterprise Architecture (BEA) and Functional Portfolios of the various Lines of Business, HunaTek intends to team with ReNvision Solutions LLC, SAM Unique Entity ID YWPCWT2VJ4Z5 (herein known as “ReNvision”). Together, this Team will leverage the synergies from our collective efforts supporting business process re-engineering of six end to end (E2E) processes for IT modernization initiatives, along with ReNvision’s DC P&R experience executing a series of pilots and proofs of concept to inform future operational requirements and acquisition strategies for modernizing its Business Management E2E practices. The combined capabilities of HunaTek and ReNvision (herein known as the “Team HunaTek”) offer a robust support team to leverage existing staff, and optimize business operations for the Marine Corps Functional and Organizational Portfolio owners across its Lines of Business and associated E2Es.

All of us at Team HunaTek appreciate the opportunity to respond to this RFI and look forward to building a mutually beneficial and lasting business relationship with the Marine Corps.

# Technical Capability/Approach

## Overview of Team HunaTek Capabilities

Team HunaTek brings exceptional qualifications to all areas of the PWS, many directly in support of the USMC, DC P&R, and the other Marine Corps’ Deputy Commandants accountable for the management of the E2Es and associated operational activities codified in the DoD BEA. ***Figure 2-1*** identifies a sampling of relevant programs to demonstrate our team’s experience with executing similar PWS requirements.

|  |  |  |  |
| --- | --- | --- | --- |
| **Figure 2-1**  **Team-Wide Relevant Experience** | | | |
| **PWS Service Area** | MCDC P&R E2E DAI Support | MCSC Cost Estimating & Analysis | DC P&R Financial Management |
| 4.1. Business Architecture | l |  | l |
| 4.2. Portfolio System and Information Architecture | l |  |  |
| 4.3 Portfolio Solution Architecture |  |  | l |
| 4.4. Portfolio Vision, Strategy, & Organizational Execution Plan | l |  | l |
| 4.5. Portfolio Organizational and Change Mgmt Consulting | l |  |  |
| 4.6. Portfolio Technology and Digital Transformation Roadmap | l | l |  |
| 4.7. Portfolio Information Management | l |  | l |
| 4.8. Portfolio Risk Management | l |  |  |
| 4.9. Portfolio Knowledge Management | l |  |  |
| 4.10. Portfolio Business Operations Continuous Monitoring |  | l |  |
| 4.11. Strategic/Enterprise and Organizational Resource Management and Decision Making | l | l |  |
| 4.12. Business Process Management Transformation Competency | l |  | l |
| 4.13. Business Process Operational Competency | l |  | l |
| 4.14. Business Process Technical Competency | l |  | l |
| 4.15. Business Process Performance Management | l |  | l |
| 4.16. Human Capital Strategy, Management, Implementation, Assessment and Analysis | l |  | l |
| 4.17. Human Capital Portfolio Learning Program Support | l |  |  |

***Figure 2-2*** provides a short overview of the relevance of these select contacts to the Portfolio and Program Management Professional Support PWS.

|  |  |
| --- | --- |
| **Figure 2-2** | |
| **Relevant Project Overviews** | |
| MCDC P&R E2E  DAI Support | Together, HunaTek (Prime Contractor) and ReNvision (subcontractor) supports Marine Corps Deputy Commandants (MCDC) Programs & Resources (P&R) End-to-End (E2E) Defense Agencies Initiative (DAI). Team HunaTek provides MCDC P&R business process re-engineering support to six DAI E2E processes. Team HunaTek is responsible for documenting the E2E business architecture and recommending portfolio policies and practices furthering the Marine Corps’ efforts to: (1) improve its audit, risk management, and remediation posture; (2) improve its E2E effectiveness and efficiency; (3) improve its E2E change management; and (4) improve its E2E cost management. |
| MCSC CE&A  IDIQ | As the Prime Contractor, HunaTek provides the Marine Corps System Command (MCSC) Cost Estimating and Analysis (CE&A) support to various stakeholders by identifying cost issues, supporting research, and providing recommendations. In accordance with (IAW) the Cost Analysis Guidebook (CAG), HunaTek develops Cost Models for acquisition programs as triggered by program specific events using the Life Cycle Cost Estimate (LCCE). HunaTek routinely produces Cost Analysis Requirements Description (CARD), Cost Benefit Analysis such as Analyses of Alternatives (AoA), Business Case Analyses (BCA), and Portfolio Decision Analyses. |
| DC P&R Financial Management Capability Portfolio | ReNvision supported Headquarters Marine Corps Program and Resources in executing a series of pilots and proofs of concept to inform future operational requirements and potential acquisition strategies for modernizing its Business Management practices from an integrated end to end perspective. ReNvision performed the first ever Service Level extension of the Financial Management architecture to inform the Marine Corps institutional knowledge for how to perform strategic portfolio/business management of the Marine Corps Lines of Business, Organizational Portfolios, and other enablers for the Warfighting Capability Portfolio. The effort focused on defining a comprehensive business portfolio management capability encompassing the set of sub-portfolios to include: Risk, Human Capital, Business Processes, Data, Technology, Financial Resources, and External Agreements. |

## Capabilities With PWS Service Areas

The following sections describe Team HunaTek’s capabilities pertaining to each of the 17 high-level PWS task areas based on our performance on the three (3) contract examples described in ***Figure 2-1*** and ***Figure 2-2.*** All work described is referenced as being executed by “Team HunaTek” rather than specifying the individual team member(s) corporate names.

### Architecture (PWS Task 4.1, 4.2, 4.3)

The DoD Business Enterprise Architecture (BEA) comprises E2E business flows, operational activities and processes at various levels of abstraction. Team HunaTek understands the challenges facing the Marine Corps E2E processes and will enable a disciplined strategic management approach with improved internal controls, financial reporting and overall transparency that will result in streamlined audits and resolutions. Our technical approach will support the targeted E2E Marine Corps Deputy Commandants, Mission Area Leads, Functional Area Managers and their supporting staff by, first, analyzing the relevant DoD BEA E2E business flows to determine how Marine Corps operations are performed with current processes and information technology (As-Is). We then will identify how the targeted improvement areas will support the corresponding Marine Corps E2E business flows; and identify gaps between existing and required functionality and capability and document recommended actions required to remediate and/or bridge the identified capability gaps. The recommended process improvements will lead to standardized business execution that can be uniformly followed, with synergies resulting in improved reporting, optimized cash flow, and reduced training efforts.

Team HunaTek’s understanding of the Laws, Regulations, and Policies (LRPs) behind the activities and processes helps implement business transformational efforts within the functional portfolios. Our understanding of the LRP that dictate the E2E business flows and processes is complimented by a professional community of interest methodologies and best practices from the Business Architecture Body of Knowledge (BIZBOK) to mature the Marine Corps Business Architecture. Moreover, Team HunaTek employs subject matter experts who executed the first ever Marine Corps Service level extension of the Business Architecture, contributed to the original inception of the Business Architecture Body of Knowledge and are current contributing authors of the Business Process Management Body of Knowledge.

By currently supporting the E2E DIA migration efforts, HunaTek is providing Business Architecture services and draft associated artifacts that comply with the DoD Architectural Framework (DoDAF), the DoD BEA, and current DoD, DON and USMC Architecture Policy and Guidance. HunaTek uses commonly accepted BA professional community of interest methodologies and best practices (e.g., BIZBOK, etc.) to perform the work. Team HunaTek considers existing organizational design and structures when aligning the architecture to DoD, DON, and USMC Strategic Business Outcomes (e.g., DON BOP, OSD PSA Functional Strategies, CMC Planning Guidance, etc.) as well as referencing the current version of the DoD Business Enterprise Architecture and complying with the DoD Chief Management Officer’s (CMO) End-to-End Business Process Integration Framework for development of the USMC BA artifacts and data elements. Under this contract, HunaTek analyses the relevant DoD BEA E2E business flows (i.e., “As Is” Operational Activities) to determine how operations are performed using the current processes and information technology. Then, Team HunaTek identifies the corresponding operations to be performed using targeted information technology and develops mapping of “As Is” to “To Be” operations. Finally, Team HunaTek identifies any gaps between existing and required functionality or data availability in the DAI system and recommends actions required to bridge the gaps.

### Portfolio Management Support (PWS Task 4.4, 4.5, 4.6, 4.7, 4.8, 4.9, 4.10)

Portfolio management is about aggregating sets of user needs into a portfolio and weighing numerous elements to determine the mix of resource investments expected to result in improved end user capabilities. The key elements that portfolio management must assess are overall goals, timing, tolerance for risk, cost/price, interdependencies, budget, and change in the enterprise environment over time. Team HunaTek provides vision, strategy, and organizational execution plans and supports the development of technology and digital transformation roadmaps as part of our E2E DAI IT migration assistance. Our experts provide organizational and change management, information management, knowledge management, and risk management services in support of the DAI implementation team. We support Marine Corps Systems Command across multiple portfolios, developing and maintaining a business-focused knowledge and information management program to leverage data and analytics and drive better business outcomes.

### Strategic/Enterprise and Organizational Resource Management Decision Making (PWS Task 4.11)

Team HunaTek’s personnel bring in-depth experience and industry knowledge in strategic and organizational resource management decision making. Our subject matter experts provide a blend of deep enterprise knowledge, sound resource management practices and rigorous decision support analysis. In our support to the E2E DAI modernization effort, our team of fiscal and Marine Corps organizational experts have developed the future managerial accounting construct of Projects, Organizations, Tasks, and Expenditures (POET) that will assist commanders and their staff to interpret organization strategic plans into strategic fiscal plans. This in-depth knowledge of the fiscal framework will help manage and monitor the execution of budgets to maintain traceability of fiscal resource utilization and inform future resource decision making. Additionally, our MCSC support provides expertise in decision support analysis and financial analysis consulting services to various stakeholders throughout the Marine Corps. We regularly conduct analysis to support the Planning, Programming, Budgeting, and Execution (PPBE) process, and have been supporting Portfolio Manager Supporting Establishment Systems (SES) to evaluate various digital transformation efforts and the lifecycle costs in order to achieve those efforts. Our analyses support a portfolio level view of providing timely, accurate, and reliable financial data for decision making.

### Business Process Management (PWS Task 4.12, 4.13, 4.14, 4.15)

Team HunaTek employs world-renowned industry leaders in Business Process Management (BPM) who have contributed to the current version of the Business Process Management Body of Knowledge Business Transformation guidance (BPM-C BOK), and are Certified Business Process Leaders (CBPL) and Certified Business Process Professional (CBPP). These leaders bring over two decades of excellence guiding global transformation initiatives and leading large-scale Enterprise Resource Planning preparations and migrations. The combination of practitioner expertise and knowledge base provide Marine Corps Deputy Commandants, Mission Area Leads, Functional Area Managers, and their staffs with the depth required to identify business process change candidates and apply change through accepted portfolio management methodologies and mature BPM practices – advancing from an initiative-based approach to an enterprise-wide integrative BPM practice capable of supporting evidenced based decision making. Our outlined Business Architecture approach yields high-level processes directly correlated to the capabilities supporting organizational objectives. This approach facilitates integration of process management with the organizational business management model, ensuring strategic alignment of the process activities to the measurable objectives. This will establish a value proposition for the affected Deputy Commandants.

### Portfolio Human Capital Governance (PWS Task 4.16, 4.17)

A transformative Human Capital Strategy drives organizational change by reevaluating how to conduct operations, leveraging technology and automation, and reshaping the workforce to meet future demands. Our transformative approach to human capital resource management will fundamentally change the way the DAI impacted E2E Marine Corps Deputy Commandants, Mission Area Leads, Functional Area Managers views staff, skills, and the human resource management process. To achieve the necessary changes, the workforce may require reskilling, upskilling (training individuals in the same occupation but in new ways), or redeploying across functional lines to achieve cost savings and improve services that support the warfighter and Marine Corps’ title 10 responsibilities. Team HunaTek employs certified Human Capital and Talent Management professionals with in-depth knowledge of the Marine Corps’ Force Structure process, Training and Readiness Standards, and Civilian KSAs and over twenty years of experience leading numerous Marine Corps’ enterprise-level total force (military and civilian) structure changes. Our comprehensive approach follows a methodical process with three lanes of effort, which will be consolidated in an executive level overview describing structure changes, implementation timelines, and alignment with strategy and LRPs.

1. Formalize – Develop Human Capital (HC) Strategy and Conduct Human Capital Assessments/Analysis
2. Implement - Develop an implementation plan and roadmap for the HC Strategy
3. Manage - Compose a management plan for the HC Strategy

This effort will support the transformation of the current “As-Is” structure to a recommended future “To-Be” structure. During this process we will adhere to the complex rules of the Marine Corps Human Resource Process outlined in the current edition of MCO 5311.1E, as well as incorporate Strategic Workforce Planning best practices and policy constraints.

# Relevant Past Performance

## Past Performance #1

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract Name:** | Marine Corps End-to-End Defense Agencies Initiative Support (E2E) | | |
| **Contract No.:** | M9549-20-F-0031 | **Prime or Sub** | Prime Contractor |
| **Contract Value:** | $3,779,712 (Annual) | **Period of Performance:** | SEP2020 – SEP2023 (1 year base, 2 option years) |
| **Primary Reference POC:** | Maj Peter N. Misyak  HQMC P&R, COR  Budget Formulation Branch  Pentagon Rm 4C349  Phone 703-697-9551  peter.misyak@usmc.mil | **Contracting Agency:** | MCICOM HQ |
| **Contract Description:** | HunaTek is the Prime Contractor for Marine Corps Deputy Commandants (MCDC) Programs & Resources (P&R) End-to-End (E2E) Defense Agencies Initiative (DAI) Support. HunaTek provides MCDC P&R business process re-engineering support to six DAI E2E processes. HunaTek is responsible for documenting the E2E business architecture and recommending portfolio policies and practices furthering the Marine Corps’ efforts to: (1) improve its audit, risk management, and remediation posture; (2) improve its E2E effectiveness and efficiency; (3) improve its E2E change management; and (4) improve its E2E cost management. ***(PWS 4.1, 4.2, 4.3)***  Our team is leading business process re-engineering ***(PWS 4.12, 4.13)*** and change management efforts ***(PWS 4.5, 4.10, 4.16, 4.17)*** designed to improve MCDC’s audit, risk management and cost management posture as the Marine Corps undertakes a large-scale system migration from its current financial system to a modern Enterprise Resource Planning (ERP) solution. We provide comprehensive technical support and guidance to aid in the process of using technologies to create new or modify existing USMC business processes, culture, and customer experiences to meet changing business and market requirements to: improve the reliability and accuracy of financial information in support of financial accountability and audit compliance; build traceability and risk awareness, and enable risk-informed decisions; and achieve traceability of decisions in the form of dollars and outcomes. We are developing the future fiscal coding structures for the new system, incorporating a management accounting structure aligned to projects, tasks, organizations and expenditure types. We also provide consulting services and recommendations to support policy development, portfolio strategy and roadmaps, organizational change management efforts, information and risk management, and dissemination of decisions through drafting Marine Corps Orders (MCO), Marine Corps Bulletins (MCBUL), Marine Administrative Messages and Doctrine. ***(PWS 4.4, 4.5, 4.6, 4.7, 4.8, 4.9)*** | | |

## Past Performance #2

|  |  |  |  |
| --- | --- | --- | --- |
| **Contract Name:** | Marine Corps Systems Command Cost & Analytic Support | | |
| **Contract No.:** | M67854-20-D-0513 | **Prime or Sub** | Prime Contractor |
| **Contract Value:** | $6,227,464 (Annual) | **PoP:** | SEP2020 – SEP2023 |
| **Primary Reference POC:** | Mr. Dennis Herold  Contracting Officer Representative  Cost Estimating and Analysis Division  MARCORSYCOM  (703) 432-9860  [Dennis.herold@usmc.mil](mailto:Dennis.herold@usmc.mil) | **Contracting Agency:** | Marine Corps Systems Command |
| **Contract Description:** | As the prime contractor, HunaTek provides broadscale analytical support to Marine Corps Systems Command (MCSC), Assistant Commander for Programs (AC PROG), Program Executive Officer (PEO) Land Systems (LS), and PEO Digital, and PEO Marine Logistics Business Systems (MLB), with competency oversight provided by the MCSC Cost Estimating and Analysis Division (CE&AD). These efforts support one of the E2E owners (MCSC) responsible for the management of ‘Concept to Product’ and associated operational activities codified in the DoD BEA. This work provides unique insights into the major scope areas identified in ***PWS 3.0***: Digital Modernizations, linking Business Performance and Budget, and Effectiveness and efficiency improvement. Our services include the development of various business case analyses (BCAs) and other cost benefit analyses to support the Government in transforming the E2E business processes and help inform the Marine Corps institutional processes for resource decision making on the cost of the transformation, schedule, risks, and expected return on investment (ROI). (***PWS 4.6)*** Additionally, our analyses support the development of evidence based, and risk aware cost and budget estimates to inform the organization’s Planning, Programming, Budgeting, and Execution (PPBE) process. ***(PWS 4.11)*** | | |

# Representative Sample of Labor Categories

HunaTek does not currently hold a GSA schedule contract with labor categories appropriate to this work.

# Business Size and Status

HunaTek is an 8(a) Small Business Administration (SBA) certified Alaskan Native Corporation (ANC) owned subsidiary under Huna Totem Corporation. HunaTek qualifies as a small business under the North American Industrial Classification System (NAICS) Code 541611 “Administrative Management and General Management Consulting Services” with a Small Business size standard of $16,500,000.

# Additional Corporate Information

| **Requested Info** | **Corporate Information** |
| --- | --- |
| DUNS Number | 014456987 |
| Cage Code | 73D83 |
| Tax ID Number | 54-1970512 |
| Company Structure | Virginia Corporation |

# Summary & Recommendation

Team HunaTek is uniquely qualified to perform the work detailed in the Portfolio and Program Management Professional Support PWS. Our team of SMEs and analysts will bring Day 1 capability and readiness to the USMC at the lowest risk. Our knowledge and understanding of the as-is processes and operations that exist today include Certified Business Process Leaders (CBPL) and Certified Business Process Professional (CBPP) that have already commenced collaboration with the USMC on BPM enhancements, and stand ready to accelerate change to the benefit of the Marine Corps.

A Sole-Source 8(a) contract will offer the most immediate and efficient means to continue and accelerate the work that has already begun, and Team HunaTek looks forward to the opportunity to enter into discussions and collaboration to support this effort.